

Minutes of the Property Committee Meeting

The Property Committee of the McLean County Board met on Thursday, November 1, 2001 at 4:00 p.m. in Room 700, Law and Justice Center, 104 West Front Street, Bloomington, Illinois.

Members Present: Vice Chairman Bostic, Members Owens, Selzer and Nuckolls

Members Absent: Chairman Salch, Member Hoselton

Other Board Members
Present: None

Staff Present: Mr. John M. Zeunik, County Administrator; Mr. Terry Lindberg, Assistant County Administrator; Ms. Martha B. Ross, County Administrator's Assistant

Department Heads/
Elected Officials
Present: Mr. Jack Moody, Director, Facilities Management

Others Present: Mr. Gene Asbury, Architect, Paul Young and Associates

Vice Chairman Bostic called the meeting to order at 4:00 p.m.

Vice Chairman Bostic presented the minutes of the October 4, 2001 and October 23, 2001 meetings for approval. Hearing no corrections or additions to the minutes, Vice Chairman Bostic declared the minutes of the October 4, 2001 and October 23, 2001 meetings of the Property Committee to be approved as submitted.

Mr. Jack Moody, Director of Facilities Management, presented eight (8) proposed lease agreements with tenants for various County buildings. All current lease agreements are set to expire on December 31, 2001. Mr. Moody remarked that in speaking to the various tenants, the general consensus is that the tenants are not amenable to entering into multi-year leases. The lease agreements scheduled for renewal at this time are: Veterans Assistance Commission; PATH Crisis Center; United Way of McLean County; Institute for Collaborative Solutions; Bloomington Board of Election Commissioners; YWCA of McLean County Senior Citizens' Service Center; Regional Office of Education; and G.E.D. Adult Education Literacy Program.

Mr. Moody commented that the tenants are located in three (3) County buildings: the Fairview Building; McBarnes Building; and the Health Department Building. He noted that the current rent and square footage are listed in his Summary of Lease Renewals, as well as the proposed annual rent for Fiscal Year 2002. The Summary also indicates which tenants also pay utility reimbursement. He noted that the amounts stated are the identified amounts needed to pay for the expenses that are programmed for those facilities.

Mr. Owens asked whether tenants are offered a choice as to whether they pay both rent and utilities, or rent alone, or utilities alone. Mr. Moody responded that non-County tenants, such as United Way or PATH, always pay both rent and utility reimbursement. For example, the Fairview Building houses both the G.E.D. Adult Education Literacy Program and the Regional Office of Education. Pursuant to State mandate, McLean County is the host county for the McLean, Livingston and DeWitt area. Because the County functions as the host county, it is required to provide office space for these two offices, for which it is reimbursed. He noted that the amounts received are different every month, as they vary with utility usage.

Mr. Selzer asked how the increase in the annual rental amounts was determined for each of the annual lease renewals. Mr. Moody responded that utility and maintenance reimbursements are subject to actual usage during a given time period. Rental amount increases per square foot were based upon an achievement of amounts necessary to meet the expenses for the facility.

Mr. Nuckolls asked whether the extra space requested by PATH was included in the new lease. Mr. Moody responded that it was included. He explained that PATH had initially asked to occupy a "land locked" portion of space in the second floor of the McBarnes Building, which was made subject to a lease amendment, expiring with the current lease on December 31, 2001. Then a second request was made to also occupy the east side of the second floor, which was vacated by the Children's Advocacy Center's move to the Health Department Building. The new lease for PATH, scheduled to commence on January 1, 2002, incorporates their existing space, one office in the hallway on the second floor, and the amount of square footage for the east side portion of the second floor of the McBarnes Building.

Mr. Nuckolls then asked how much of an additional charge was placed in the proposed PATH lease for Fiscal year 2002. Mr. Moody responded that the new square footage amount was multiplied by the new rate per square foot, to determine the new rental amount. The formula for utilities and maintenance will also reflect the new square footage amount.

Mr. Owens asked whether there is any vacant square footage remaining on the second floor of the McBarnes Building. Mr. Moody responded that there is approximately 1,060 square feet of space suitable for occupation on the second floor of the McBarnes Building. He noted that there are currently two interested potential tenants for that space.

Vice Chairman Bostic stated that all eight prospective leases could be voted upon following one collective motion, if none of the Committee members have further questions.

Motion by Owens/Nuckolls to Recommend Approval of the Fiscal
Year 2002 Leases for Tenants of County Owned Buildings.
Leases to be Recommended For Approval Are: Veterans
Assistance Commission; PATH Crisis Center; United Way of McLean

County; Institute for Collaborative Solutions; Bloomington Board of Election Commissioners; YWCA of McLean County; Regional Office of Education; and, G.E.D. Adult Education Literacy Program.

Vice Chairman Bostic advised that she would vote on the motion.

Mr. Selzer commented that he continues to favor long-term leases for each of the tenants in County-owned buildings. He stated that he believed it to be in the County's best interest as landlord to gain long-term tenants, which would provide more stability in the revenue from these leases.

Motion carried.

Mr. Moody remarked that the Committee had requested a report on the condition of the Fairview Building's roof. He noted that the original roof had been made from a tile material. The current roof was installed in 1980, using 25 year shingles. Therefore, the life of the present roof is approaching the end of its life span. In consulting with Mr. Bill Boline, Maintenance Supervisor, McLean County Nursing Home, Mr. Moody stated that there are no reported leaks at this time. Shingle replacement following high winds has been the primary repair in the recent past.

Mr. Moody explained that Mr. Boline has programmed a roof replacement for the Fairview Building into the long-term capital budget. Additionally, the roofs on the flat portions of the Fairview Building are new, having been replaced relatively recently.

Vice Chairman Bostic asked whether the flat areas of the roof are treated with a protective coating on a regular basis, to prevent leaking. Mr. Moody responded that there is regular inspection and maintenance with an appropriate roofing material. He noted that the material used is not a combination of hot tar and pea gravel, but rather a more thick material.

Mr. Moody reported on the progress of replacement of the 10 damaged windows at the new Government Center Building. The notice of bids has been published and a meeting of all prospective bidders is expected. Mr. Gene Asbury, architect, Paul Young and Associates, recommended the addition of a mullion feature for the exterior glass on the building, in order to better protect the glass and discourage vandalism.

Mr. Moody noted that the present plan for the window replacement entails replacement of the damaged windows only, with a tempered glass material. In the alternative, however, bidders may also bid on the redesigned mullion plan for the windows.

Regarding the Committee's request for an estimate on the cost of adding exterior surveillance equipment to the Government Center Building, Mr. Moody responded that the cost may be in the

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area of \$8,000.00. He noted that an appropriate system should include the camera equipment with electronic shuttering, auto-iris multiplex video cameras, camera housing, time lapse, VCR video monitor, cabling and surge protection. However, even such an appropriate system may not be able to pick up a "drive by" vandal. At this point, there may not sufficient incidences of vandalism to warrant incurring the expense of such a system.

Mr. Selzer remarked that the damage pursuant to the most recent incident of vandalism to the windows of the Government Center was assumed to involve a car and a drive by incident. However, there is no way to confirm that. Mr. Selzer noted that an exterior security system is likely still in order for this facility, as it may bring value in the event that it is needed.

Mr. Owens stated that the installation of an exterior security system might act as a deterrent for potential vandalism. He noted that the Justice Committee should review the issue in conjunction with the Property Committee. Mr. Zeunik remarked that security issues for County buildings are under the jurisdiction of the Sheriff's Office. The Sheriff plans to address security issues with the Justice Committee.

Motion by Selzer/Owens to Refer the Issue of Outside Video
Surveillance of County-Owned Buildings to the Justice
Committee for further consideration.

Mr. Nuckolls asked where will the VCR monitors be placed. Mr. Moody responded that monitors may be placed anywhere. Monitors can be utilized on a 24-hour/7 day per week basis. The switchboard or the building's reception area is a likely consideration.

Motion carried.

Mr. Moody stated that the Health Department Building, located at 200 West Front Street, has reported damage to the exterior envelope, due to unusually high winds. Some of the exterior panels on the south side of the building, have become detached, exposing the exterior skin of the building on the first three floors directly to the elements. The County has braced the detached panels to keep them in place until repairs can be made.

Felmley-Dickerson Co., Bloomington, have prior experience in repairing the dryvit material on the building. Mr. Moody presented a quote from the company in the amount of \$8,945.00 for repair to the damaged panels. The quote included repairs to the three dryvit panels, the cost of temporary bracing installation, the removal of the damaged panels, the use of 1/2" treated plywood substrate, a 2" foam based dryvit panel, and new sealant at the repaired panels.

Mr. Moody explained that the three detached panels are no longer suitable for simple reattachment. Therefore, those panels will be replaced with new panels. Mr. Moody noted that within the estimate for the job, the amount listed as subcontract in the amount of \$3,870.00 is the amount earmarked for the new dryvit material itself. It will be manufactured to fit the existing space.

Since the building's insulation value will be compromised until the repairs are completed, Mr. Moody remarked that he would like to complete the repairs as soon as possible. He asked that the authorization for the job be approved under the emergency sole source option, so that Felmley-Dickerson, Inc. is authorized to proceed.

Motion by Selzer/Nuckolls to authorize expenditures for the repair of three dryvit panels on the south elevation of the Health Department Building (200 West Front Street), in the amount of \$8,945.00, exclusive of the cost associated with permits or temporary heat and enclosures.

Mr. Owens asked what long-term repairs are being planned for the exterior of the Health Department Building. Mr. Moody responded that the firm of Wischmeyer and Associates were employed in the previous year to perform a structural engineering review of the outside of the building. Wischmeyer proposed to the County Board that one solution might be to remove all of the existing dryvit panels and replace them with new ones. Another option was to cover the exterior in brick. A third option would be to cover the exterior borders of the building in metal panels and limestone trim, which would cause it to resemble to the exterior of the Law and Justice Center.

Mr. Zeunik stated that at the time the Wischmeyer firm completed the study of the exterior of the Health Department Building, the Board approved the space needs study of the Law and Justice Center Building with particular focus on the space needs of the jail. It was felt that any work on the exterior envelope of the Health Department Building, as well as any expansion to the Law and Justice Center could be accomplished all at the same time.

Mr. Owens asked whether the three dryvit panels that require repair at this time would be included in any subsequent overall change to the exterior envelope of the Health Department Building, or whether they would be left intact. Mr. Moody noted that if the exterior of the building was redone in some new material, all existing dryvit material would be removed.

Mr. Nuckolls asked who would pay for the temporary heat enclosures to the building in the event that the exterior envelope is exposed to cold weather during the repair period. Mr. Moody

responded that the County would provide any temporary heat enclosures, if they became necessary. However, it is hoped that the repairs will be completed before very cold weather arrives.

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Motion carried.

Mr. Moody remarked that, as a result of high winds on the previous day, there is now wind damage to the Government Center Building. He stated that the corner siding near the roof has been blown off. However, there are pieces of original siding that were saved following construction of the building. Those pieces can now be utilized to repair the damaged sections, but the County's Facilities Management staff is not qualified to perform this work. An outside firm will need to be hired to do the installation.

Mr. Zeunik remarked that he had hoped to have a report to the Committee regarding all of the County-owned buildings. This report is being prepared at the request of the Committee. However, the report is not yet in final form for presentation. Mr. Zeunik explained that once the report is in its final form, it would be mailed to all of the Committee members.

Mr. Zeunik commented that Tuesday, November 6, 2001 is the bid opening date for the bonds for the financing of the new Government Center Building and the proposed expansion to the Lincoln Parking Deck. He explained that the bids would be presented to the Public Building Commission at their meeting on November 6th at 3:30 p.m. Assuming that the Public Building Commission recommends award of the bids, then the bids will be presented to the Finance Committee at their regular meeting on November 6th at 5:30 p.m.

Mr. Zeunik introduced Mr. Gene Asbury, architect, Paul Young and Associates. He noted that Mr. Asbury considered the information that was a part of the LZT report, for the offices in the Law and Justice Center Building that are scheduled to relocate to the Government Center Building. He also considered the information contained in the space study that was performed for the City of Bloomington offices. From his study, he has developed an allocation plan that illustrates where comparable City of Bloomington and McLean County offices might be located within the building.

Mr. Zeunik noted that once the preliminary space allocation plan has been presented, the next step is for Mr. Asbury to begin scheduling meetings with the individual offices to begin developing more detailed plans. Those plans would take into consideration the different needs that various offices have.

Mr. Asbury presented representations of possible space allocations for each of the floors in the Government Center, including the basement areas and the mezzanine. He explained that the building in its present configuration actually began as a small building in 1954. Two additions

were added over time, but were separate in nature. In order to form the present building, all three buildings were consolidated under one roof.

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The basement of the building is still partially leased by National City Bank. However, negotiations with National City for vacation of the basement space may be possible. Mr. Asbury noted that the remaining basement space is presently unassigned. An existing dining room is to be utilized as a break room. A former private dining room is now proposed as a conference room that can be utilized by all, as needed. A full size kitchen facility will remain dormant until a use for this facility is determined. There are also several large storage rooms and a large meeting room, which functioned as the Community Room when the building was owned by Champion Federal Savings and Loan.

Mr. Asbury presented the space allocation drawing for the first floor. He noted that when the building was utilized as a bank, the floor space was primarily open space, allowing great mobility between desks and departments. He noted that when the City and the County move into that existing space, most of the departments will need to be enclosed to ensure privacy and security. Once walls are installed, corridors must also be established, especially in order to make the fire exits clear.

Mr. Asbury stated that the suggested office configuration for the first floor consist of The Board of Election Commissioners, a City department; the County Clerk; and the City of Bloomington Parks and Recreation Department; and four (4) small office compartments that may be utilized for tax payment offices or other applications which might require privacy. The location of the County Clerk and Elections Commission on the first floor allows those offices to take advantage of the existing vaults for secure storage.

Mr. Asbury remarked that there are currently five entrances to the first floor. It is undetermined at this time as to whether all of those entrances will remain in their present configuration. He stated that the main bank entrance on Washington Street is the only entrance where the doors open out onto the grade outside. It is, therefore, advantageous for the two offices that are responsible for elections to be located near that door, since there is a great deal of equipment associated with elections that must be moved from one location to another.

Mr. Selzer stated that private areas for citizens to discuss tax issues, or other issues requiring privacy, are desirable. The establishment of the small private offices would be a good idea.

Mr. Asbury explained that there are 18-foot ceilings in some areas of the first floor. Walls that are established in this area may be as high as 9-10 feet, and would be open above that point. Mr. Zeunik added that a certain type of panel that would let in large amounts of light are considered for this purpose, thus giving the perception of more open space.

Mr. Asbury stated that the mezzanine area also exhibits high ceilings. Offices proposed to occupy that area are: County Treasurer and County Recorder. There are also two (2) spaces that

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are currently unassigned. Additionally, pursuant to local fire regulations, a corridor must be formed to aid in exiting the building in the event of a fire emergency.

Mr. Nuckolls asked whether a portion of the railing area on the mezzanine overlooked any of the offices located on the first floor. Mr. Asbury responded that an area overlooks the City Parks and Recreation Department on the first floor.

Mr. Owens asked how the County Treasurer's Office and County Recorder's Office would obtain a vault unit if it is located on the mezzanine. Mr. Asbury responded that a new vault design is now available and commonly utilized by banking facilities. That new design would be quite appropriate for this particular application.

The second floor of the building is currently proposed to house the City Planning and Code Enforcement Office; the Community Development Office; the Regional Planning Commission; the County Building and Zoning Office; and both the City and County Information Services Departments. He noted that there is more space than is presently needed on this floor. Therefore, the existing space will likely be redesigned to more efficiently serve the needs of the new occupants.

Mr. Nuckolls asked whether this space was what he remembered from the tour of the building as the computer area. Mr. Asbury responded that it was.

The third floor of the building is currently leased to National City Bank, and may continue to be leased for several years. Therefore, the City Engineering Department has been assigned to the third floor, because it does not have to move right away. In the event that the lease with National City bank is not renewed, the City's Engineering Department can then move into that space and the remaining space could then be reevaluated for use by either the City or the County, or both.

The fourth floor of the Government Center is proposed to house the County Board and the County Administrator's Office, as well as the County Auditor and the Supervisor of Assessments. Since the Assessor's Office experiences a large amount of walk-in traffic, that office has been placed in close proximity to a stairway and an elevator for easy access. However, as the space is presently allocated, an emergency fire exit is planned for inside the Assessor's Office.

Mr. Asbury stated that a large existing conference room will remain as it is for the time being. He further stated all of the restrooms in the building do not currently conform to the

requirements set forth in the Americans With Disabilities Act (“ADA”). They will need to be brought into compliance with ADA requirements. Additionally, there are no existing restrooms on the first floor, and some will need to be added in that location.

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Mr. Asbury presented a second version of the fourth floor office configuration. The County Board Chairman’s Office, the Administrator’s Office clerical area and the County Board room were shown in this version.

Mr. Selzer asked whether both the City of Bloomington and the County will share the proposed Board Room space. Mr. Zeunik responded that the subject has been discussed. In consulting with Mr. Tom Hamilton, City Manager, City of Bloomington, it was determined that both entities could conceivably utilize the space. Mr. Selzer then asked whether the City’s Administrative Offices could then be moved onto the fourth floor of the Government Center. Mr. Zeunik commented that the space was already allocated to the Assessor and the County Auditor. However, the issue of space availability on the third floor, presently occupied by National City Bank, should not be discounted.

Mr. Owens asked whether such a large Board Room is needed. Mr. Asbury commented that the room will not seem quite so large once the furniture is added. Mr. Lindberg remarked that the room shape is of special consideration. Visual presentations and audio quality is of primary concern.

Mr. Asbury remarked that even though the space allocations for the various departments are suggested, they are, in fact, only suggestions at this time. He stated that once there is a final agreement on the location for each department, meetings with department heads will commence.

Precise plans for each office, including vault space and file storage locations, will be determined.

Mr. Zeunik remarked that in preparing the space allocations, Mr. Asbury utilized both the LZT space projections and the projections from the City’s space study, which are both 20-year projections. He explained that many of the offices will have more space initially, but will have sufficient room to grow in the future.

Mr. Owens asked whether movable walls will be utilized to allocate the interior space within the building. Mr. Asbury responded that, although such walls are more expensive, they will ultimately provide more flexibility.

Mr. Selzer asked whether the former conference room in the Administration area would be utilized as a Committee meeting room. Mr. Zeunik responded that the conference room would be primarily utilized as both a Committee meeting room and a conference room for other offices and departments in the building to utilize. Likewise, the Community Room in the basement will

remain as it is, and may be utilized for evening meetings and public hearings, as it is more accessible after regular business hours.

Vice Chairman Bostic asked whether the current elevators are adequate to handle the expected volume of foot traffic in the building and ADA compliant. Mr. Asbury remarked that there are three elevators in the building and they are adequate and compliant.

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Mr. Owens asked when the building would be ready for occupation. Mr. Asbury remarked that the target date is loosely set for late spring or summer of 2002. Mr. Zeunik commented that the budget that has been prepared for Operation and Maintenance was prepared with a July 1, 2002 occupation date in mind. He explained that staggered moves of various offices and departments would take place over a weekend so that service to citizens would not be disrupted.

Mr. Asbury stated that once the meetings with Department Heads and Elected Officials have taken place, architectural drawings will be developed, mechanical space and lighting will be adjusted as needed, the bid process will be conducted, and then construction may commence.

Mr. Selzer asked about the size of the parking lot across the street from the Government Center, next to the Central Station Restaurant. Mr. Moody responded that there are 100 parking stalls in that lot, with 30 stalls currently held by National City Bank for the use of its employees.

Mr. Selzer asked whether Central Station Restaurant would continue its payment to utilize a portion of that parking lot. Mr. Moody noted that there is a lease agreement that governs Central Station's use of the lot. Mr. Selzer stated that the location of the designated parking spaces for the new building may impact which entrance to the Government Center is designated as the main entrance.

Vice Chairman Bostic asked whether Mr. Asbury foresees any structural problems with the physical plant of the building, or any situations that may become a problem in later years. Mr. Asbury responded that the building is structurally sound. An engineering group will inspect the building's mechanical systems.

Mr. Owens suggested that glass panels be placed above the railing along the mezzanine for the purpose of safety. He noted that leaving the mezzanine open may become a safety hazard if it is not otherwise protected.

Mr. Owens asked whether the drawings shown to the Property Committee would be presented to the full County Board. Mr. Zeunik stated that, at the present time, the issue would be left at the Committee level until the final drawings are done. Once those final drawings are completed, they will be presented to the Property Committee, which will subsequently make a recommendation to the full County Board.

Mr. Asbury remarked that the same presentation will also be made to the City of Bloomington.

Mr. Selzer remarked that the overall objective should remain that the building should be designed to be user friendly.

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Vice Chairman Bostic presented the bills, which have been reviewed and recommended for transmittal to the Property Committee by the County Auditor.

Motion by Selzer/Nuckolls to approve payment of the bills as presented by the County Auditor. Motion carried.

Motion by Selzer/Owens to adjourn the meeting. Motion carried.

There being nothing further to come before the Committee at this time, Vice Chairman Bostic adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Martha B. Ross
Recording Secretary

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